



SEATTLE HEBREW

ACADEMY

“SHA STANDING STRONG”

5778

2017 - 2018

HOME & SCHOOL: WORKING TOGETHER HANDBOOK

"The Home can do little without the School, but the School can do nothing without the Home."

- Rabbi Samson Raphael Hirsch zt'l



SEATTLE HEBREW

ACADEMY

An Early Childhood through 8th Grade Modern Orthodox Jewish Day School

We provide our students, families and community a school of excellence,
founded on love of God & Torah and inspiring academics
within an atmosphere of Kavod HaTalmid, student dignity.

We develop students of character and integrity
through the pursuit of Torah knowledge and secular studies,
connection to the State of Israel and commitment to our
Ashkenazic and Sephardic heritage.

We prepare future generations to lead lives of service and mitzvot
and to perpetuate our Torah and traditions in Seattle, Israel and worldwide.

והוי מקבל את כל האדם בסבר פנים יפות

Receive every person with a kind countenance

Pirke Avot 1:15

Creating CommUNITY

SHA students and families represent a rich variety of backgrounds, neighborhoods and family traditions. It is our responsibility to build community in our classrooms, playgrounds and beyond – honoring every family – whatever their religious practice, their place on the Jewish spectrum or their political affiliation. It takes a partnership between home and school to create this culture of respect. We expect families to speak kindly of fellow parents and of SHA staff to all children and to model always our shared Jewish values of human dignity and respect. Our tradition mandates us to receive every person with a kind countenance - “receiving” in the sense of how we think of, treat and relate to “the other”.

מרבה ישיבה. מרבה חכמה.

“The more sitting down to study, the more wisdom.”

Pirke Avot 2:7

Attendance

Regular school attendance plays a critical role in academic achievement. All classes begin at 8:15 am. SHA is ready to receive students as of 8:00 am. When students do arrive on time it can alter the child’s entire day. Let’s work hard to ensure that students are on time daily and ready to learn!

- Parents are expected to make sure their children attend school on time every day, except in the instance of sickness or family emergency.
- If a student is going to be absent, the parent must call the school office as soon as possible. In the event of a pre-planned absence, such as a family trip, it is the responsibility of the parent to provide written notice to the school at least 10 days before the expected absence. While teachers cannot replicate the classroom experience for a child who is absent, with prior notice, they will make every effort to provide make-up work.
- Students who are involved in after school sports must be in attendance to participate in practices or games.

Vacations Seattle Hebrew Academy strives to preserve instructional time for our students and teachers. While a student can make up assignments, there is no substitute for the classroom experience. We encourage families to arrange vacations during scheduled school vacations and holidays. If a student misses school for a vacation, parents must complete the “Pre-Planned Absence Form”, students need to ensure that teachers are given adequate notice to sign it and students must then submit it to their advisor. Parents are to contact the school at least ten days prior to expected absence. It is the student’s responsibility to communicate with

teachers prior to the trip to make arrangements for work. Upon return, the student is responsible for submitting missing work in a timely way agreed to by the specific teacher.

- Make-Up Work Students are responsible for making up work that they have missed due to illness or other absences by using Parent Locker Site to guide their make-up work. Students should refer to teacher syllabi for details, but in general should have as many days as they were absent to submit missed work and/or schedule a make-up assessment/lab, unless other arrangements have been made with teacher. Students who miss the day a long-range project is due will need to return with the project/paper or an alternate assignment, as discussed with the teacher. Students who request work in advance of a pre-planned absence should return to school with the work completed. It is best practice for students to check in with individual teachers after an absence. Students who miss school are expected to make up missing work.
- Falling Behind Students falling below academic expectations are required to attend Study Hall period and meet with a teacher to set a plan for catching up. Middle School Only: Should a student's GPA fall lower than a "C" average or has an "F" in any subject this student may be placed on Academic Probation. Additionally, repeated behavioral issues/concerns may also be grounds for Academic Probation. This restricts the student's ability to participate in extracurricular activities including sports and trips. Students may be taken off probation when he/she has shown academic / behavioral improvements and has worked to raise his / her grades.
- Tardy Policy Students who arrive to school after 8:20 must get a note from Susan Matalon before going to class. Students who arrive late or are picked up early must be signed in or out by their parent. This is in the interests of keeping all our students accounted for and safe. MS Only: Three unexcused tardy marks will result in detention.
- Early Dismissal If a student needs to leave campus early for an appointment, parents must send a note to the office the day of the appointment, or earlier if possible. Notes should be turned into Susan Matalon. Parents may also email or call Susan.
- Illness If a child is too ill to be in class (i.e. fever of 100 degrees), the parent (or other adult authorized by the parent) will be called to pick the child up from school right away.

דְּבָרֵי חֲכָמִים, בְּנִחַת נִשְׁמָעִים
“Words spoken softly by the wise are heeded”
Kohelet 9:17

Communication

After considerable investigation and exploration, SHA has chosen a new Learning Management System. The goal is to improve SHA’s home-school communication. Parent Locker has been highly touted and will be the tool through which teachers and students will track assignments and class schedules. Students will utilize their teachers’ pages regularly to access classroom resources and track their progress. This resource may be especially helpful if students are absent from school.

As a reminder...

- We expect students, staff, and parents to use a respectful tone in all exchanges.
- We ask that parents carefully read information sent from your child’s teacher and from the school and respond promptly. Please be sure to keep our office informed of any changes in your contact information.
- We all aspire to be ideal role models for our children. When children hear adults speaking respectfully to each other they understand and behave in-kind.
- SHA staff members are expected to return phone calls and emails from parents within one school-day.
- Time and effort is put into creating our weekly newsletter, classroom newsletters, Friday Folders, and EC Blogs. Reading all school communications regularly will bring you up to date on all the latest from SHA.
- Teachers will be respectful of your time and give plenty of advance notice before scheduling events, assigning special projects, or setting up school trips.
- Trust and boundaries are essential to healthy communication. Respecting each other’s Shabbat and holidays as holy times, and non-work times, enables all of us to experience true respite. Let’s commit to using the most appropriate times and venues for school conversations whenever possible.

בְּגָדֵי-קֹדֶשׁ לְכָבוֹד וּלְתִפְאֵרֶת
“holy garments for splendor & for beauty”
Shemot 28:2

Dress Code

Students must arrive at school appropriately attired in compliance with the SHA Dress Code. Parents will be notified of any infractions.

- K - 2 Boys · pants or tailored shorts, joggers, no sweat pants, kippas
- 3 - 8 Boys · pants, joggers, no sweat pants, kippas · collared shirts

- K - 2 Girls · modest to the knee length skirts & dresses · pants allowed; joggers; no sweat pants
- 3 - 8 Girls · modest to the knee length skirts, dresses and tops with modest sleeves & necklines · absolutely no low-cut tops or cap sleeves · leggings are permitted
- General · comfortable and safe closed-toe shoes · sneakers are required for gym · boys wear kippot and tzitzit

לא-יִמוּשׁ סֵפֶר הַתּוֹרָה הַזֶּה מִפִּיךָ, וְהִגִּיתָ בוּ יוֹמָם וְלַיְלָה, לְמַעַן תִּשְׁמַר לַעֲשׂוֹת, כְּכֹל-הַכְּתוּב
בוֹ: כִּי-אִז תִּצְלִיחַ אֶת-דְּרָכְךָ, וְאִז תִּשְׁכִּיל.

This book of the law shall not depart out of your mouth, but you shall meditate therein day and night, that you may observe to do according to all that is written therein; for then you shall make your ways prosperous, and then you shalt have good success.

Joshua 1:8

Homework

- Homework assignments are designed to help students practice, maintain, complete, remediate or enrich classroom activities. Assignments are designed according to the individual needs of the student so that s/he can work successfully at home with minimal parental assistance.
- Please support your child by reviewing what needs to be done each day and helping them to find time, materials, and a quiet space to complete the work.
- In LS homework should be no more than five minutes per grade level in Grades K-5.
- In MS homework is no more than ½ hour per subject per night and homework is not given in all classes. Please refer to your child’s syllabus for details regarding homework and late policy

אִם אֵין דֶּרֶךְ אַרְצָה. אֵין תּוֹרָה.

If there is no respect, there is no Torah.

Avot 3:17

SHA’s Project SHAlom Vision Statement

Project SHAlom is grounded on the foundation of Torah and evidence-based practices. It is our framework to foster celebratory practices that promote and support academic excellence through social and emotional learning. SHA expects students to be Ready, Responsible and Respectful and to feel with Empathy, act with Kindness and build Community.

Project SHAlom and Expected School Wide Behaviors

- School staff will teach, promote, and reinforce these ideals in a positive way.
- If a student's behavior shows that they need more support or instruction in following these expectations, we will be in touch with you so that we can work together to design a plan to foster success for your child at school.
- Parents will have to pick up students who engage in behaviors that are unsafe.
- SHA has a zero tolerance for bullying and disrespectful behavior on campus, on the bus and at any school-related activity.

Student Behavior

Behavioral incidents present an opportunity for student growth when they are supported by the appropriate interventions such as; check in/check out, behavioral plan, and other behavior strategies as suggested and implemented by SHA. Each incident or consequence may be used as a "teachable moment" which is fundamental to a positive approach to discipline. The goal is prevention of a recurrence of negative behavior by helping students to learn from their mistakes.

Minor infractions may include, but are not limited to:

- misuse of materials, running in the hall, inappropriate language, throwing materials, inappropriate physical contact, calling out, refusal to do class/homework, disrupting behaviors, rudeness, dressing out of code, technology violation, unkind behaviors

Major infractions include, but are not limited to:

- intentional physical harm, bullying, property damage.

Depending on the nature of the incident, natural or logical consequences will apply.

Fidget Policy In order to use any type of fidget in the classroom, it must be approved by both the teachers and parents. Fidgets will be collected from students if they become distracting or noisy. Fidgets should not be seen or heard. If they become an issue, students will be asked to meet with the school counselor or director to create a learning contract, and students may lose the right to bring a fidget if it impedes learning for anyone.

Middle School Detention Policy

Detention will be held during lunch and lunch recess. Time in detention can be spent doing work, reading, eating lunch, but no tech or talking. Detention is not seen as punitive, but a time for students to reflect on those norms that keep SHA a safe space. Detentions may be assigned for breaking school rules as described in the handbook, or other, as discussed in person. Students must report within five minutes after the lunch bell with all of their materials for the lunch period. Students who do not meet all requirements for lunch detention will be given another detention for the following day. Students assigned detention will fill out a reflection sheet which will be sent home. The teacher assigning the detention will email the parents to notify them.

Respect Students, parents, and staff should demonstrate mutual respect and empathy. Students are expected to listen, and follow, teachers and adults.

Assemblies/ Field Trips/ Special Activities

Assemblies are an important component of the SHA curriculum, which enable us to build school spirit, share meaningful experiences, and grow together as a community.

- For Middle School Assemblies, Student behavior expectations are very high. If students are not able to be model citizens, students will be immediately removed and excused from the next assembly or assigned a suitable consequence.
- For Lower School special events: (Plays, Chaggigat Siddur or Chumash, etc.) Direct Middle School siblings may be invited. Other students requesting permission must give prior (written/emailed) parent permission.

All-School Assemblies

- Staff will walk students to designated seating section. Students are to sit quickly and quietly.
- Students must remain seated during the performance, show the speaker respect and be role models for the younger students.
- Students should use the restroom during a passing period before the assembly.
- Remain seated until dismissed.

Field Trip / Activities Students are expected to act in accordance with SHA's behavior expectations when on field trips or participating in other school activities. The expectation is that students are Ready, Respectful, and Responsible.

To have the privilege of participating in such activities, students must maintain these expectations those who do not may not be allowed to participate. For field trips, students must follow all school rules and should be model ambassadors of SHA. Students who are not able to follow expectations will not be able to attend the next field trip unless a parent attends.

חמירא סכנתא מאיסורא

Regulations concerning danger to life are more stringent than ritual prohibitions.

Talmud Chulin 10a

Health and Well-being

- Immunizations

All students are required by Washington state law to supply the school with health records of immunization upon entering school. All health information forms and immunization records should be up to date and sent directly to the attention of the Office Manager. The Health Department requires parents

to ensure that their child(ren) are properly immunized. Please make sure that the office has current immunization records for your child(ren).

- Medications

If a student needs to take medication during the school day, the medicine must be given to the Office Manager. All medicine must be labeled clearly with the student's name and directions from their doctor. If a student will be taking medication through the school year, a letter from their doctor must be kept on file in the office. The Office Manager will administer this medication. Students are not to have any medication (even over the counter medications such as Tylenol) in their possession at school. Parents are requested to keep all medical information updated in the school office.

- Healthy Eating

We want our school to be a healthy environment. We need your help. Please limit the amount of sugary treats you send for your child, and consider more fruits, vegetables, protein, and whole grains. On a birthday or other celebration, you may bring in a snack for your child's class. We ask that you choose a snack that is healthy and limit portion size. Please coordinate with your child's teacher in advance.

- Peanut and Tree Nut Policy

Students in Grades 1 - 8 may bring foods containing peanut or tree nut butter and eat it exclusively at the "Peanut and Tree Nut Table" in the lunchroom at lunchtime. Snacks must be peanut and tree nut free. EC and K classrooms and all public areas are entirely nut free.

- Lice

SHA has a "NO NIT" policy. Before your child returns to class, please accompany them to the school office before 8:15 am and remain with your child until it has been determined that they are lice and nit free. Thereafter, SHA staff will check your child once a week for the next four weeks to ensure they are nit free.

- Important facts about lice:

- Lice do not jump
- Lice do not fly
- Lice are mainly transferred through head-to-head contact.
- Lice can survive on hair as short as 3 mm. Shaving your kids head will not effectively rid your child's hair of lice.
- Over-the-counter medications/treatments like RID only kill the live bugs, (and studies show the bugs are now resistant to this treatment). There is no chemical that can kill

nits, which are the eggs that the adult bugs (louse) lay close to the scalp that eventually hatch and turn into bugs that will lay more eggs. To effectively get rid of lice you must remove every louse and every nit from your child's hair. If you miss even one about a week or so later it will hatch, grow into an adult louse and then lay more eggs and the process begins all over again.

- This may sound daunting to treat; do not throw up your hands. There is a very effective way to remove lice either with a service or at home.
- Checking for lice:
 - Combing through your child's hair, separating with a stick, and looking at the scalp, otherwise known as a dry check, is not 100% effective in detecting lice. Often lice detected with this method is an advanced case where there are so many nits it is obvious that your child has an infestation.
 - The best and most effective way to detect lice is a wet check. This involves a lice comb, a de-tangling spray, and if your child has long hair, a clip. Essentially you are passing a lice comb through your child's hair to see if there are any bugs and nits. You can go into a lice checking studio and pay for a wet check (\$15 at Lice Knowing You), or you can purchase a lice detecting comb and wet check your child yourself.
- If you find your child has lice:
 - Immediately contact the school. Immediately contact the parents of the kids your child plays with regularly or sits with on the bus. This is crucial. It is futile to treat your child for lice and not contact the school and friends. Here's why. Imagine you go to all the trouble to remove the lice and clean your house. In the meantime, if you haven't told the school or your child's friends they may have very likely already contracted it from your child which means that if those kids aren't checked and treated your child will likely contract it again! It is in your best interest to communicate with the school and playmates that you have lice. Lice is not a stigma and it doesn't discriminate. It is a huge nuisance and we must take care of it at our school. Lice means children out of school, time away from work, and more housecleaning. Please stop the cycle and communicate with the school and friends.
- Removal:
 - You can contact a lice removal service. Lice Knowing You is a wonderful service that has an effective track record of removing lice in one treatment.
 - For those that prefer to do it at home, you must comb out every louse and nit! Kits that you find at the drugstore do not have the most effective combs. The tines are tight together and have grooves to catch even the smallest of nits. To remove the lice at home Lice Knowing You has an excellent kit that you can purchase with a step-by-step guide on how to effectively comb every louse and nit out of your child's hair.
 - Getting rid of lice is manageable. Please take the time to help take care of this problem and help control the lice situation at our school. www.liceknowingyou.com or 206 654-5423 is a great resource of information for treatment, home cleaning protocol and other FAQs.

Security

It is critical that all parents and staff consistently maintain all SHA security standards and protocols.

- All parents, staff and visitors to SHA are assigned name badges which must be worn always in the building. All visitors to the building must sign in and out.
- Do not let anyone into the building that you do not know.
- Help us keep our school safe by letting staff know immediately of any suspicious persons or activity on campus.
- Only our Front Desk staff person, Sam, may grant entry to outsiders into the building. Students are trained to not open the doors of the school for anyone.
- SHA loves visitors. Please let us know that you are bringing visitors to the SHA campus before arrival so that our front desk will be aware of the guests.

Parking Lot Expectations

Let's keep our kids safe!

- The speed limit is 5 mph as you enter the parking lot.
- Washington State law prohibits a cell phone while driving; this **includes** the **SHA parking lot**.
- When dropping children off, pull into the designated drop-off areas and have passengers exit the car on the curb side only.
- Close your driver door before letting your child out.
- Help us keep the flow of traffic moving. Do not block the road by stopping to talk to other drivers on the street side of their cars, or block the road waiting for a space in the drop-off lane.
- Do not leave your car unattended.
- Please pick-up your children only in designated areas.
- Finally, thank you for observing our "No Idling Policy."

Dismissal Procedures

- SHA Staff will be stationed in the Parking Lot to collect carpool line-up names upon arrival - parents will remain in their cars at all times.
- Parents / carpool drivers will be given a color-coded laminated card (EC, EC/K-8, K-8) with the name of their carpool to be displayed prominently on their dashboard for easy visibility.
- K -8 bus students will gather in the Behar Library and be dismissed through the Library portico staircase - thereby alleviating the traffic congestion in the breezeway.
- EC bus students will be escorted out the front door near front reception down the stairs to the awaiting bus.
- The bus will be parked along the rockery in the front portico area.
- No cars are to be parked along the curb area near the rockery.
- EC carpool students will gather along the Gym doors and first section of the Hall of Memories, closer to the reception desk in the first two mini-alcoves.
- EC parents / EC carpool drivers will notify EC Staff who will be posted along the drive and parking lot upon arrival - EC teachers will bring out EC students whereupon sign-out will occur.

- EC Carpools will be directed to pull up along the yellow curb areas directly parallel to the school building
- K - 8 carpools will be directed to pull into one of four pick up lanes and the furthest curb area near the upper field staircase-area in the parking lot.
- K - 8 carpool students will line up in the Hall of Memories by grade and be released up the back stairs accompanied by K-8 teachers when notified of the arrival of their carpool.
- There will be K-8 teachers with K-8 students in the Hall of Memories until their carpool arrives.
- SHA staff will be stationed along the stairs, at the top of the stairs and through the parking lot crossing areas.

Carpool Drivers

- Park in the designated areas, stay in your car, follow SHA Staff direction.
- Wear ID badges always.
- Arrive on time for carpool pick up.
- Do the best you can to stick to your carpool schedule - in the event of a carpool change be sure to call or email Sam Garcia at the front reception.
- Keep the carpool sign on your dashboard.

Electronics and Cell Phone Use

- Students must check their phones, smart watches, iPods or other devices upon entering the building in our "Cell Hotel".
- All devices must be turned off prior to placing them in the "Cell Hotel".
- Each student will have their own designated space and may pick up device(s) after school at dismissal. SHA recommends that these devices stay at home.
- Violations of this policy will result in confiscation of the item. A second violation will require the parent to pick up the item and meet with administration.
- Public cell phone use detracts from our learning environment. If you need to make a call while in our building, we will be happy to help you find a private space.

Technology Needs If students need IT support for their laptops, they must fill out a form and leave it in the bin on the 4th floor.

Acceptable Use Policy As per the Acceptable Usage policy signed by students and parents at the beginning of the school year, all use of electronic devices on school grounds and all use of SHA electronic resources must be for educational purposes. Some examples of educational uses of technology include using the Internet for research, checking grades on Parent Locker, creating multimedia projects, reading eBooks, typing notes, word processing, and using calculators and graphing software. Some examples of non-educational activities that are not allowed at school include playing games, texting friends or family, checking social networking sites, and surfing the web. Not adhering to the technology agreement or acceptable use policy will result in immediate consequences.

Technology Security and Safety The school is not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk.

- It is essential that students do not adjust or change the school's computer settings. Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action.
- SHA has a zero-tolerance policy for cyberbullying. Please refer to the technology agreement for details.

Technology Etiquette Technology use at SHA must not distract from the learning environment. Students may not wear headphones unless given permission by a teacher to complete an academic task. Serious violations of the acceptable use policy can result in a student's access to technology during the school day to be restricted, either temporarily or for the rest of the school year.

Internet Use

- Students may only use the internet for school-sanctioned activities during school hours. Use of email is not permitted without explicit permission of the teacher.
- Students are expected to follow the same rules for respectful and appropriate language with their classmates on-line both in and out of school. School consequences may be applied regarding any behavior on or off-line that causes a disruption to the learning environment.
- Parents are responsible for monitoring their child's use of social media. Please speak to your child about how to stay connected in a respectful way.

אל תפרוש מן הצבור
Do not separate from the community
Pirke Avot 2:4

Party Time

Part of realizing our shared goal of a building a caring SHA community extends beyond the four walls of our SHA campus. It extends to Shabbat invitations, play-dates and into the arena of our children's celebrations - from birthday parties to Middle School Bar and Bat Mitzvahs. Thoughtfulness and inclusiveness is strongly advised. There have been many a teary Monday morning in the class and out in the play-yard as a result of real and perceived exclusions. We all want and need to feel appreciated, included and accepted; it is essential to our well-being. Understandably, budget and children's ages inform decisions about guest lists. Your sensitivity in this regard is appreciated. If it is not feasible to include all students in the class or all of one gender, please consider a smaller gathering with two or three classmates to not cause hurt feelings.

Addendum

➔ Bell Schedule - Middle School Only

<u>Regular Day</u>		<u>Short Friday ONLY</u>	
8:15-8:57	Tefilah	8:15-8:57	Tefilah
9:00-9:20	Advisory	9:00-9:20	MS Assembly
9:23-10:03	Period 1	9:23-9:58	Period 2
10:06-10:46	Period 2	10:01-10:36	Period 3
10:46-10:57	BREAK	10:36-10:46	Break
11:00-11:40	Period 3	10:49-11:24	Period 4
11:43-12:23	Period 4	1:27-12:02	Period 5
12:23-1:03	LUNCH	12:02-12:39	Lunch
1:07-1:47	Period 5	12:42-1:17	Period 6
1:50-2:30	Period 6	1:20-1:55	Period 7
2:33-2:45	Mincha		
2:48-3:25	Period 7		

Seattle Hebrew Academy Pre-Arranged Absence Form

STUDENT: _____ plans to be absent on the following date(s):

Reason: _____

Since this absence is being pre-arranged by parents and if signed off by their teacher (s), it will be excused. The student may be required to satisfactorily complete make up work or alternative assignments to compensate for that which was missed during the absence. Since many classes have participation requirements, it is possible that absences from the classroom may result in lower grade for that trimester.

Students: Bring to teachers to sign. Retain a copy for your purposes if needed.

Subject	Make Up Work

Parent Signature

Student Signature

HOME & SCHOOL: WORKING TOGETHER HANDBOOK

"The Home can do little without the School, but the School can do nothing without the Home."
- Rabbi Samson Raphael Hirsch zt'l

We acknowledge that we have read the "Working Together Handbook"
and will support the policies
and practices in place.

We are committed to partnering together!

Parent Signatures

Student Signatures